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## **TA-53 Procedure**

### **TA-53 Building Evacuations**

53FMP 109-02.02

Effective date: 1/16/98

## APPROVALS

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## **1.0 Introduction**

Building evacuations may be required in case of emergencies, for drills, or because of "false alarms." Evacuations are initiated by building fire alarms or by other alarms (such as low oxygen) that signal a possible hazard to building occupants. All employees, visitors, and contractors are responsible for knowing the meaning of alarms in their work areas.

## **2.0 Purpose**

The purpose of this procedure is to establish uniform procedures for building evacuations, building sweeps, and personnel accounting at TA-53.

## **3.0 Scope**

3.1 This procedure applies to evacuations of all buildings at TA-53. Alternate procedures may be required for some buildings; if so, these procedures shall be approved by the TA-53 Facility Manager.

3.2 This procedure is written to cover actual emergencies as well as drills. Some of the actions in section 7 may be simulated or may not be required for drills and exercises.

## **4.0 Definitions**

4.1 Building manager or designee — For purposes of this procedure, the point of contact for a building who has responsibility for coordinating emergency response activities for the building. The building manager may designate additional persons to assist with building evacuations, particularly if s/he is not a resident of the building.

4.2 Muster area — A location outside a building where personnel assemble following an evacuation.

4.3 Personnel accounting procedure — A process that, to the extent possible, accounts by name for personnel for the purpose determining whether those persons are safe from harm.

4.4 Sweep procedure — A process that, to the extent possible, ensures that a building or a portion of a building has been evacuated. Note that this should not be confused with a sweep procedure that secures a radiological exclusion area protected by a personnel safety system.

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## 5.0 Responsibilities

Who	Responsibility
TA-53 Employees, Contractors, and Visitors	<ul style="list-style-type: none"> <li>Be familiar with the meaning of alarms in his/her work area(s), sweep procedures, building evacuation routes, and muster areas</li> <li>Participate in evacuation drills and sweep procedures</li> </ul>
Building Manager or Designee	<ul style="list-style-type: none"> <li>Keep current emergency information posted</li> <li>Inform building occupants of changes to evacuation routes or muster areas</li> <li>Act as point of contact for annual drills</li> <li>Take sweep and personnel accounting reports at the muster area</li> <li>Notify TA-53 Facility Manager of unscheduled building evacuations</li> <li>Notify Fire Protection of alarm system deficiencies</li> </ul>
TA-53 Facility Manager	<ul style="list-style-type: none"> <li>Ensure that TA-53 personnel are made aware of building sweep and personnel accounting procedures</li> <li>Ensure that rosters of normal building occupants are posted at muster areas and periodically updated</li> <li>Approve alternate sweep and personnel accounting procedures</li> </ul>

## 6.0 Precautions and Limitations

6.1 Personnel are not expected to expose themselves to unusual hazards during a drill or emergency situation. DO NOT enter areas where there is smoke, fire, other suspected hazards, or known hazardous conditions (such as High Radiation Areas).

6.2 All personnel shall follow the instructions of the building manager, senior line manager, emergency response personnel, or the EM&R Incident Commander, as applicable.

6.3 Performance of a building sweep by is voluntary, however active participation of TA-53 personnel is encouraged to ensure the success of this procedure.

## 7.0 Procedural Steps

### 7.1 Evacuation Procedure

7.1.1 Any alarm will be treated as if it is real, and all personnel shall proceed expeditiously to the muster area for the building they are in by way of the nearest safe exit.

**NOTE:** Do not leave the muster area until released by the Incident Commander, building manager/designee, senior line manager, or emergency response personnel

7.1.2 Anyone may initiate an evacuation if there is a hazard to building occupants. This may be done verbally or by using one of the "pull stations" that are located at most building exits. The pull station will sound the building fire alarm and thus provide the greatest assurance that all occupants are notified. The pull station also sends an alarm to the Laboratory's Central Alarm Station and the Los Alamos Fire Department. Any alarm, whether automatic or initiated from a pull station, should be followed up as soon as possible with a "911" phone call to ensure that the appropriate emergency response resources are dispatched.

**NOTES:**

- Using a pull station alone will not ensure that an ambulance will be dispatched.
- A verbal signal for evacuation, rather than a pull station, should be used in the case of a bomb threat.

7.1.3 Evacuation routes, locations of muster areas, and lists of contact persons shall be posted in each building. Building managers are responsible for keeping this information up to date and informing building occupants of changes to evacuation routes or muster areas. Building occupants are responsible for knowing where the muster area for their building is located.

7.1.4 If a Sitewide Area Notification System (SWANS) radio is available in the building, it should be taken to the muster area to communicate with the Facility Management Office, Incident Commander, or other muster areas.

**7.2 Sweep Procedure**

7.2.1 Each building is divided into sweep zones. The number of zones should be kept to a minimum, but should be small enough to allow a sweeper to exit the building within approximately three minutes.

7.2.2 A sign with sweep instructions and a "sweep tag" is hung in each zone. A map of the zone or additional instructions for the sweeper may be added if needed.

7.2.3 The first person passing the sweep tag takes it, checks the zone to make sure all occupants are aware of the evacuation, and reports to the building manager or designee at the assembly area.

**WARNING**

DO NOT linger in the building or enter any area where there is smoke, fire, unusual vapors or odors, oxygen alarms, or any actual or suspect hazards. DO NOT go into High Radiation areas, confined spaces, or other known hazardous areas.

7.2.4 If the building manager is not present, s/he should be notified as soon as possible (some sweep tags have phone/pager numbers printed on them). A SWANS radio, if available, may be used to contact the building manager through the TA-53 Facility Management Office.

7.2.5 The building manager or designee collects the sweep tags and makes note of zones that have not been swept.

7.2.6 For drills, the building manager or designee should make note of the time required to evacuate the building and any concerns such as inadequate alarms or egress problems.

7.2.7 Any employee having a handicap, permanent or temporary, which would hinder their timely evacuation, must notify his/her supervisor. The supervisor shall assign a co-worker and an alternate to assist that employee during evacuation or assure that means exist for the handicapped employee to proceed to the assembly area. If emergency responder assistance is required during an evacuation, the assigned assistant or supervisor shall immediately notify the building manager or facility manager so personnel and equipment can be requested through the Incident Commander. Any handicapped visitor is the responsibility of his/her escort. Upon evacuation, the escort will assist the visitor out of the building to the assembly area if required.

7.2.8 If a building (such as some trailers and normally unoccupied areas) does not have sweep zones or tags, person(s) evacuating should, on their way out, expeditiously check for anyone else in the area who may not be aware of the evacuation.

### 7.3 Personnel Accounting Procedure

7.3.1 Each muster area (for normally occupied buildings) should have a list of building occupants stored in a weatherproof container. The TA-53 Facility Manager shall ensure that these lists are posted and periodically updated.

7.3.2 The building manager or designee checks off the names of building occupants who reported to the muster area. If required, s/he checks with group personnel to determine the probable whereabouts of persons who did not report to the muster area.

### 7.4 Reporting

7.4.1 The building manager or designee shall inform emergency response personnel of any zones that were not swept and of any personnel who are suspected to still be in the building.

7.4.2 The building manager or designee (or in their absence, anyone evacuating) shall inform the TA-53 Facility Manager (5-2584) as soon as possible of any unscheduled evacuations and the circumstances.

### 7.5 Building Reentry and Followup

7.5.1 In the case of drills, the building manager or designee will give the all-clear for reentry to the building. For an actual alarm or emergency, the Incident Commander or Fire Department will give the all-clear notice. **DO NOT REENTER THE BUILDING** until it is declared safe to do.

7.5.2 The building manager or designee shall notify JCNNM or LANL fire protection personnel of alarm system deficiencies such as inoperative horns or lights.

## 8.0 **Required Records**

8.1 The TA-53 Facility Manager shall ensure that lists of building occupants are posted at muster areas for occupied buildings and updated periodically (a semiannual basis is recommended for most buildings)

8.2 Building managers shall maintain documentation related to building evacuations, such as evacuation posters, drill evaluations, and records of fire protection/alarm system deficiencies that have been submitted for corrective action.

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## **9.0 References**

- AR 8-7, "Landlords and Building Managers"
- LANL Emergency Management Plan
- LA-12355-M, "Drill and Exercise Manual"
- 53FMP 109-01, "TA-53 Emergency Notification"